

# MASSACHUSETTS FIRE TRAINING COUNCIL FIRE INSTRUCTOR I PRACTICAL CERTIFICATION EXAMINATION

Skill Sheet No. **FI-1-Presentation**

Updated: **3-27-06**

Skill Title: **PRESENTATION**

NFPA Objective: 4.2.2, 4.3.1, 4.3.2, 4.3.3, 4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.4.5

Candidate Name: \_\_\_\_\_ Topic: \_\_\_\_\_

Examiner Name: \_\_\_\_\_

**Minimum  
to Pass  
14**

	Pass	Fail
1. Appeared in appropriate dress.		
2.* Prepared prior to presentation. (Preparation step)		
3. Followed oral instructions.		
4. Set up classroom appropriately. (eliminated all distracters)		
5. Spoke in a clear voice.		
6. Spoke in a well-modulated voice. (non-monotone)		
7.* Spoke in a voice loud enough to be heard throughout the room.		
8. Speech is reasonably free of language errors. (mispronounced words)		
9. Speech is reasonably free of distracting mannerisms. (ahs, oks, etc.)		
10. Delivery is free of distractions. (pacing, jingling coins, keys, etc.)		
11. Delivery follows logical order of lesson plan.		
12.* Two non-projectable materials used.		
13. Non-projectable materials used correctly.		
14. Spoke to the class. (did not constantly read from notes, chart, board, etc.)		
15.* Information presented is technically correct.		
16. Application step used.		
17. Testing step used.		
18. All portions of lesson plan covered.		
19.* Completed presentation within specified time frame. (12-15 or 14-18 m.)		

\* Critical skills

Examiner \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Time \_\_\_\_\_

Coordinator  
Review \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Pass \_\_\_\_ Fail \_\_\_\_

# MASSACHUSETTS FIRE TRAINING COUNCIL FIRE INSTRUCTOR I PRACTICAL CERTIFICATION EXAMINATION

Skill Sheet No. **FI-1-AV105**

**Updated:** 1-14-2006

NFPA Objective: 4.4.6, 4.4.7

Skill Title: A/V EQUIPMENT & PROJECTABLE MATERIALS

**LAPTOP COMPUTER AND PROJECTOR**

Candidate Name: \_\_\_\_\_

Examiner Name: \_\_\_\_\_

**Minimum  
to Pass  
12**

\* - Critical skill

**Pass Fail**

1. Appears in appropriate dress.

2. Follows written instructions.

3.\* Selects proper A/V equipment

4. Demonstrates familiarity with equipment.

5.\* Completes proper setup of computer, LCD projector, and portable screen.

6. Positions A/V unit properly in relation to students, etc

7.\* Inserts CD and displays the correct presentation.

8. Dims lighting and/or closed blinds

9. Displays images properly. (considered keystoneing, focus, etc.)

10. Considers tripping hazard with cord/extension cord.

11.\* Advances through 5 slides, starting with slide number 1, while in the "slide show" mode.

12. Stops slide show, closes presentation, and returns to the computer desktop image.

13. Properly shuts down computer first, then LCD projector.

14. Returns A/V unit and/or extension cord to original location.

15. Properly takes down and returned portable screen to original location.

16. Handles A/V units and with due care.

17.\* Completes task within 20 minutes.

Examiner \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Time \_\_\_\_\_

Coordinator  
Review \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Pass Fail**

\_\_\_\_

# MASSACHUSETTS FIRE TRAINING COUNCIL

## FIRE INSTRUCTOR I PRACTICAL CERTIFICATION EXAMINATION

Skill Sheet No. **FI-1-AV101**

**Updated:** 4-11-06

NFPA Objective: 4.4.6, 4.4.7

Skill Title: A/V EQUIPMENT & PROJECTABLE MATERIALS

**35mm SLIDE PROJECTOR**

Candidate Name: _____ Examiner Name: _____	<b>Minimum to Pass 15</b>		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: center;">Pass</th> <th style="width: 50%; text-align: center;">Fail</th> </tr> </table>	Pass	Fail
Pass	Fail		
1. Appeared in appropriate dress.	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
2. Followed written instructions.	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
3.* Selected proper A/V unit. (35mm slide projector)	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
4. Showed familiarity with equipment	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
5.* Selected proper materials to be projected.	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
6. Selected portable projection screen (not permanently mounted screen)	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
7. Positioned equipment properly. Did not block students' view of screen	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
8. Positioned A/V unit properly in relation to screen, students, etc.	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
9. Set up portable screen properly.	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
10. Dimmed lighting and/or closed blinds.	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
11.* Showed program from start point.	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
12. Displayed images properly. (considered keystoneing, focus, etc.)	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
13. Considered tripping hazard with cord/extension cord.	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
14. Filled screen with image.	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
15. Eliminated any distracters. (unused or improperly selected equipment, etc.)	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
16. Used proper method to return to slide #1.	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
17. Returned A/V unit and/or extension cord to Table 2 when skill completed.	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
18. Returned portable screen to Table 2 when skill completed..	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
19. Returned projectable materials to Table 2 when skill completed.	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
20. Handled A/V unit and projectable materials with due care.	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		
21.* Completed task within 15 minutes.	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; height: 20px;"></td><td style="width: 50%; height: 20px;"></td></tr></table>		

\* Critical skills

Examiner _____	Date ____/____/____	Time _____
Coordinator Review _____	Date ____/____/____	Pass____ Fail____

## MASSACHUSETTS FIRE TRAINING COUNCIL

**FIRE INSTRUCTOR I PRACTICAL CERTIFICATION EXAMINATION**Skill Sheet No. **FI-1-AV104****Updated:** 4-11-06

NFPA Objective: 4.4.6, 4.4.7

Skill Title: A/V EQUIPMENT &amp; PROJECTABLE MATERIALS

**VIDEO TAPE PLAYER/COLOR MONITOR**

Candidate Name: \_\_\_\_\_

Examiner Name: \_\_\_\_\_

**Minimum  
to Pass  
13**

	<b>Pass</b>	<b>Fail</b>
1. Appeared in appropriate dress.		
2. Followed written instructions.		
3.* Selected proper A/V unit. (video tape player/color monitor)		
4. Showed familiarity with equipment		
5. Selected proper materials to be projected.		
6. Positioned equipment properly. (did not block students' view of screen)		
7. Positioned A/V unit properly in relation to students, etc		
8. Dimmed lighting and/or closed blinds.		
9. Queued video and showed program from start.		
10. Checked sound level.		
11. Checked to make sure all students could see monitor image.		
12. Considered tripping hazard with cord/extension cord		
13. Eliminated any distracters. (unused or improperly selected equipment, etc.)		
14. Rewound video tape.		
15. Returned A/V unit and/or extension cord to Table 2 when skill completed.		
16. Removed video tape and returned same to Table 2 when skill completed.		
17. Handled A/V unit and projectable materials with due care.		
18.* Completed task within 15 minutes		

\* Critical skill

Examiner _____	Date ____/____/____	Time _____
Coordinator Review _____	Date ____/____/____	Pass____ Fail____

# MASSACHUSETTS FIRE TRAINING COUNCIL

## FIRE INSTRUCTOR I PRACTICAL CERTIFICATION EXAMINATION

Skill Sheet No. **FI-1-AV103**

Updated: 4-11-06

NFPA Objective: 4.4.6, 4.4.7

Skill Title: A/V EQUIPMENT & PROJECTABLE MATERIALS

**OVERHEAD PROJECTOR**

Candidate Name: \_\_\_\_\_

Examiner Name: \_\_\_\_\_

**Minimum  
to Pass  
15**

\* - Critical skill

**Pass**

**Fail**

1. Appeared in appropriate dress.

2. Followed written instructions

3.\* Selected proper A/V unit. (overhead projector)

4. Showed familiarity with equipment

5. Selected proper materials to be projected.

6. Selected portable projection screen. (not permanently mounted screen)

7. Positioned equipment properly. Did not block students' view of screen.

8. Positioned A/V unit properly in relation to students, etc

9. Set up portable screen properly.

10. Dimmed lighting and/or closed blinds.

11. Considered tripping hazard with cord/extension cord

12. Eliminated any distracters. (unused or improperly selected equipment, etc.)

13. Used proper methods to eliminate white borders.

14. Turned off lamp/otherwise prevented blank screen between transparencies.

15. Displayed images properly. (considered keystoneing, focus, etc.)

16. Filled screen with image.

17. Showed transparencies correctly. (correct side, multiple image, etc.)

18. Returned A/V unit and/or extension cord to Table 2 when skill completed.

19. Returned portable screen to Table 2 when skill completed..

20. Handled A/V unit and projectable materials with due care.

21.\* Completed task within 15 minutes.

\* critical skill

Examiner \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Time \_\_\_\_\_

Coordinator  
Review \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Pass**\_\_\_\_\_  
**Fail**\_\_\_\_\_